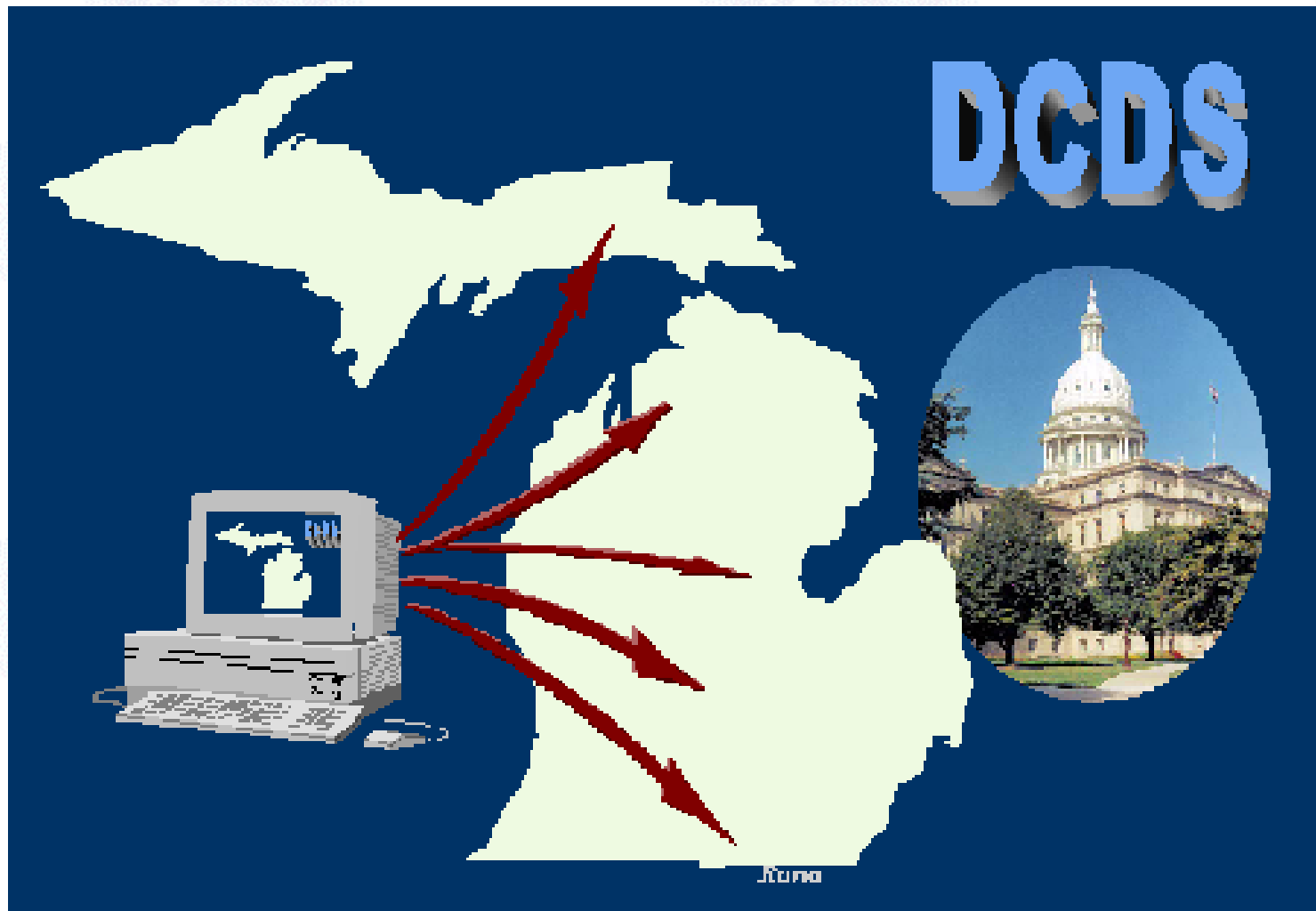


Welcome to Employee Level Payroll Entry



What Is DCDS?

Data Collection Distribution System

- ▶ Collects Timesheet Data
- ▶ Collects Information on Payroll Distribution



Getting Started!

There are several ways DCDS may have been installed on your workstation. Some methods have provided desktop icons, some have not. If you have a desktop icon for DCDS, it may be used. If not, start DCDS with whichever of the click paths below is available to you.

- Click **Start | State Applications | DCDS**



- Click **Start | Programs | DCDS**



- Click **Start | FIA Applications | DCDS**



Enter your User ID, usually your e-mail name. (It will show as CAPITAL letters.)

Enter your Password.

DCDS 03.03.01

File Edit Options Functions Reports Windows Help

DCDS

User ID: YOURIDHERE

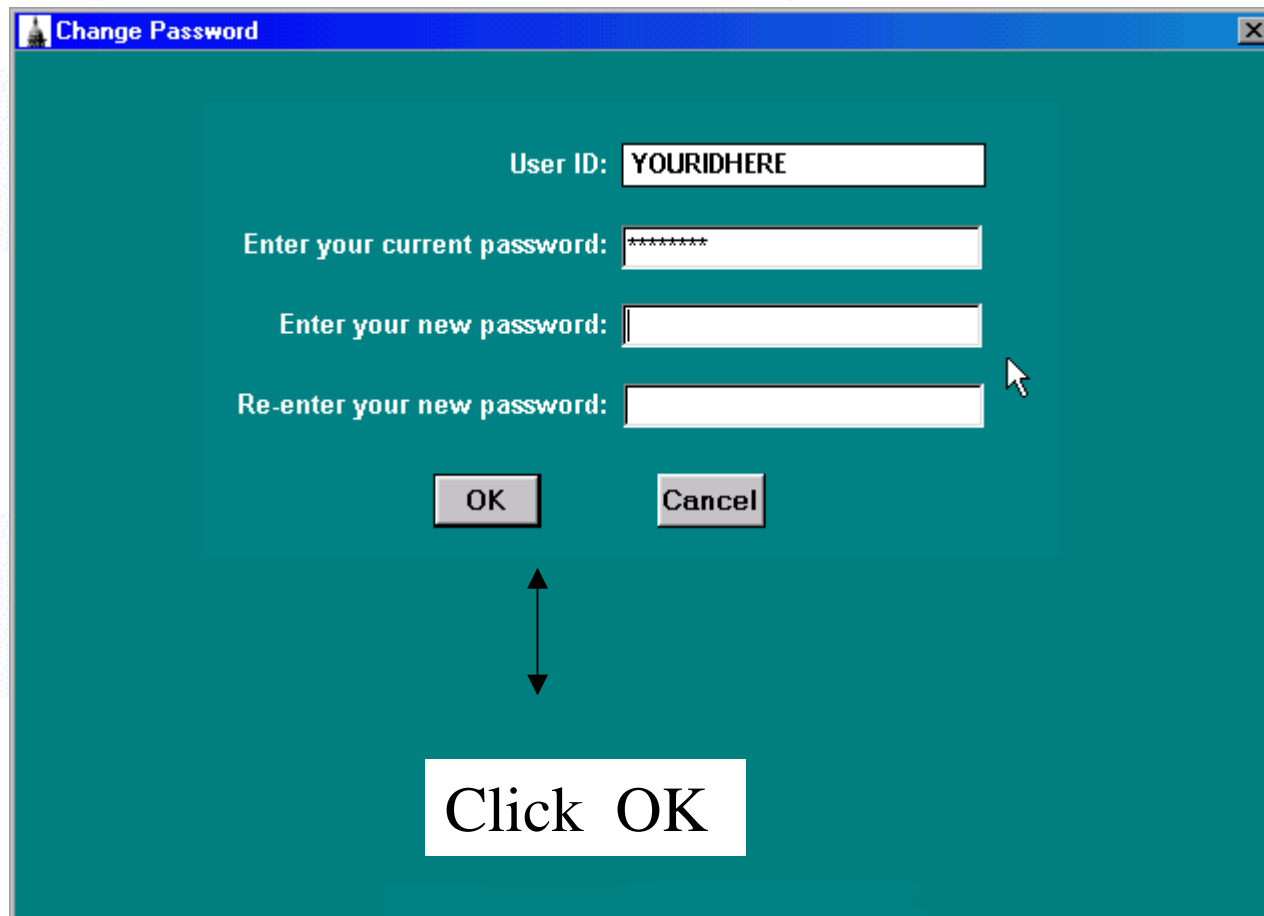
Password: *****

OK

Cancel

Ready

Pick A New Password



A screenshot of a 'Change Password' dialog box with a teal background. The dialog has a blue title bar with the text 'Change Password' and a close button. It contains four input fields: 'User ID:' with the text 'YOURIDHERE', 'Enter your current password:' with asterisks, 'Enter your new password:', and 'Re-enter your new password:'. Below the fields are 'OK' and 'Cancel' buttons. A mouse cursor points to the 'Re-enter your new password:' field. A double-headed vertical arrow points from the 'OK' button to a white box at the bottom containing the text 'Click OK'.

Change Password

User ID: YOURIDHERE

Enter your current password: *****

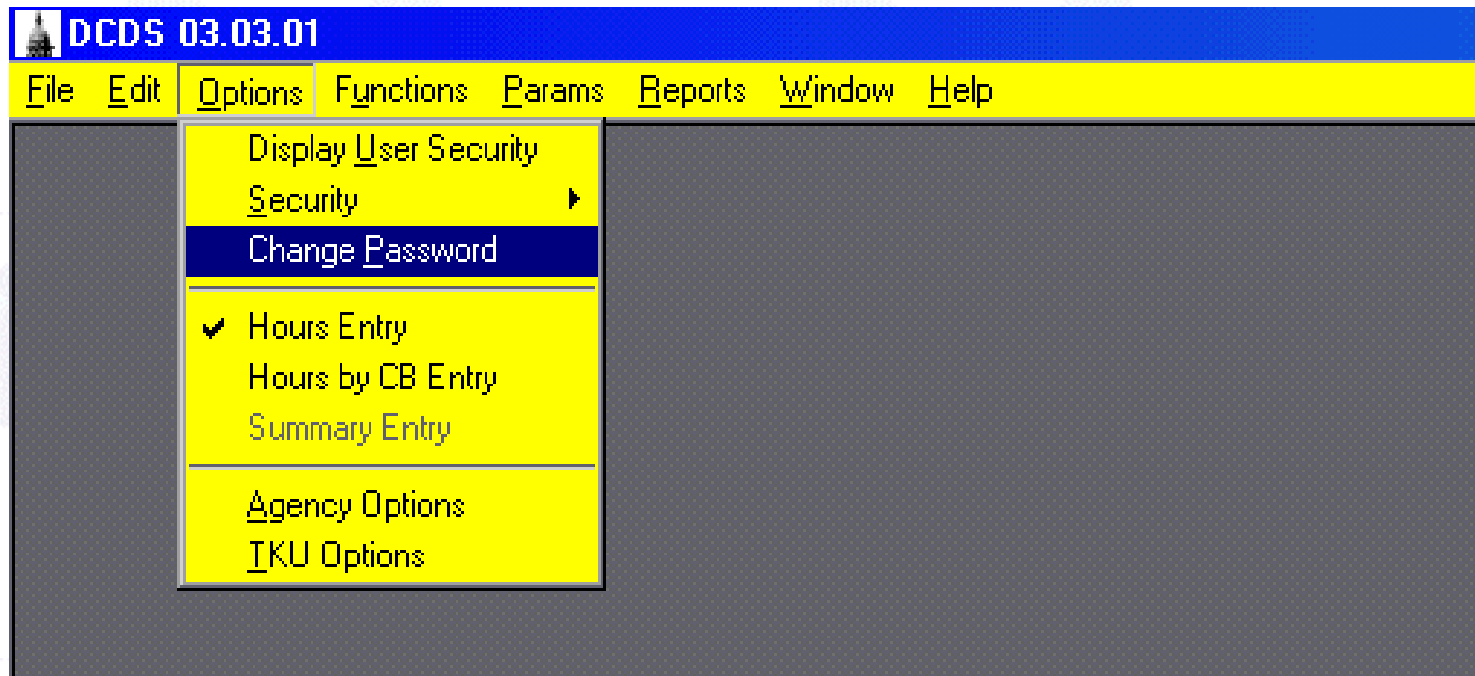
Enter your new password:

Re-enter your new password:

OK Cancel

Click OK

How to Change Your Password



If you wish to change your password, CLICK...

Options

Change Password

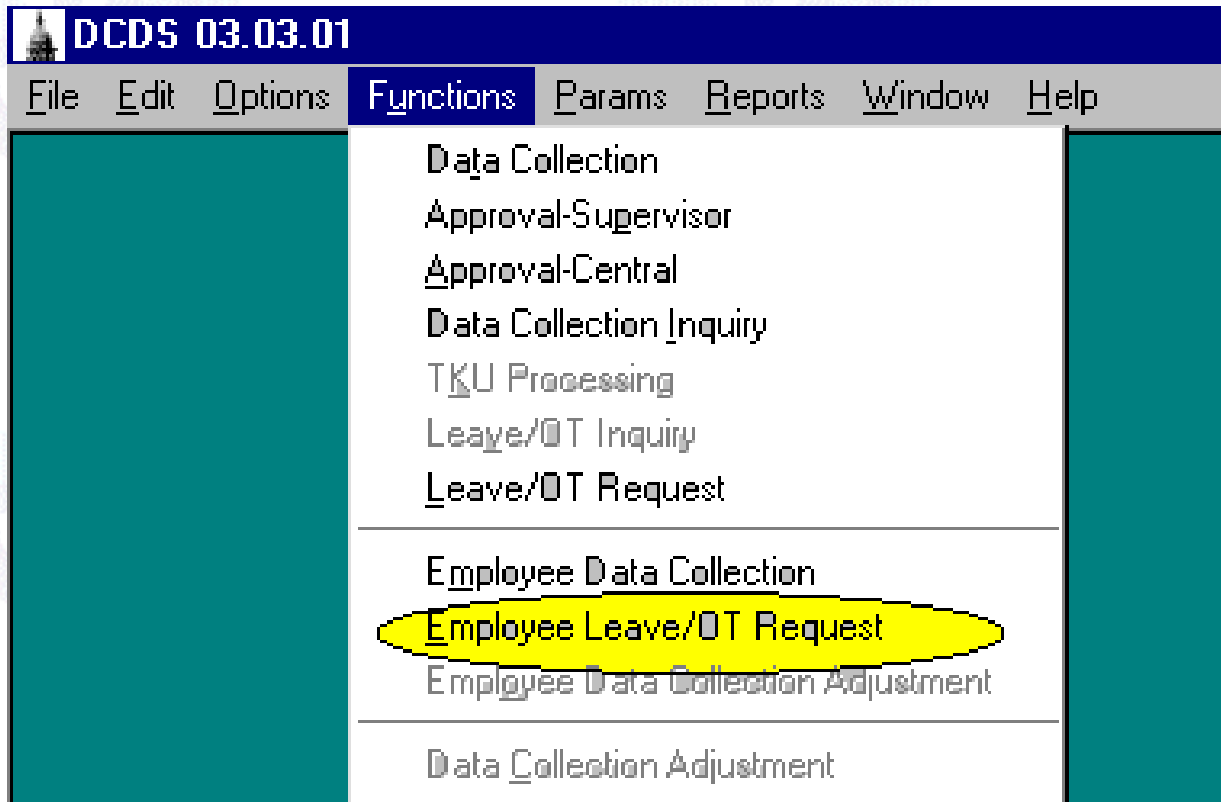
How To Request Leave



- What screen to use
- Reviewing leave balances
- How to enter requests
- Comments
- Submitting for approval
- E-mail notification

To request leave:

- Click Functions
- Employee Leave/OT Request



The SSN field shows a version of your Employee number. Verify it.

Click Select

Click Detail

DCDS 03.03.01

File Edit Options Function Params Reports Window Help

Leave/Overtime Request

Selection Detail Comments

Selection Criteria

Dept: Agt: TKU:

SSN: Name:

Select

Selection List

Name	SSN	Appt Date	Dept	Agt	TKU
LITTLE, LORIS	<input type="text" value=""/>	11/12/2000	39	01	054

← Your name should appear

<=> Submit New Delete Save Close

DCDS 03.03.01

File
Edit
Options
Functions
Params
Reports
Window
Help

Leave/Overtime Request

Selection

Detail

Comments

Dept: 39

Agy: 01

TKU: 054

Name: LITTLE, LORI S

SSN:

Hours Type

ANLV

PP End Date

2/16/2002

Approved By

ADAMSTE

Date Submitted

01/16/02 09:53

Status

APPR

February

03	04	05	06	07	08	09	10	11	12	13	14	15	16	Total
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	8													8.0

Hours Type

PP End Date

2/2/2002

Approved By

Date Submitted

00/00/00 00:00

Status

January

20	21	22	23	24	25	26	27	28	29	30	31	01	02	Total
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
														.0

For Pay Period	Hours Type	Available Balance	Balance Last Updated
01/20/2002 - 02/02/2002	ANLV	236.6	01/28/200
	SKLV	237.0	01/28/200

<=>

Submit

New

Delete

Save

Close

➤Click the New Button

➤Select Hours Type and Pay Period Ending Date

Leave/Overtime Request

Selection Detail Comments

Dept: 39 Agy: 01 TKU: 054
Name: LITTLE, LORI S SSN:

Hours Type: ANLV PP End Date: 2/16/2002 Approved By: ADAMSTE Date Submitted: 01/16/02 09:53 Status: APPR

February

03	04	05	06	07	08	09	10	11	12	13	14	15	16	Total
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	8													8.0

Hours Type: ANLV PP End Date: 2/2/2002 Approved By: ADAMSTE Date Submitted: 00/00/00 00:00 Status:

ANLV ANNUAL LEAVE 28 29 30 31 01 02
SKLV SICK LEAVE Mon Tue Wed Thu Fri Sat Total
ADM1 ADMINISTRATIVE SHIFT 1
ADM2 ADMINISTRATIVE SHIFT 2
ADM3 ADMINISTRATIVE SHIFT 3

ANLV 236.6
SKLV 237.0

<=> Submit

Example of
Hours Type



Leave/Overtime Request

Selection Detail Comments

Dept: 39 Agy: 01 TKU: 054
Name: LITTLE, LORI S SSN:

Hours Type: ANLV PP End Date: 2/16/2002 Approved By: ADAMSTE Date Submitted: 01/16/02 09:53 Status: APPR

February

03	04	05	06	07	08	09	10	11	12	13	14	15	16	Total
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	8													8.0

Hours Type: PP End Date: 2/2/2002 Approved By: ADAMSTE Date Submitted: 00/00/00 00:00 Status:

January 20 21 22 25 26 27 28 29 30 31 01 02
Sun Mon Tue Fri Sat Sun Mon Tue Wed Thu Fri Sat Total
02/02/2002
02/16/2002
03/02/2002
03/16/2002
03/30/2002

For Pay Period: 01/20/2002 - Available Balance: Balance Last Updated

ANLV 236.6 01/28/2002
SKLV 237.0 01/28/2002

<=> Submit New Delete Save Close

Example of Pay
Period
Ending Dates



Leave/Overtime Request

Selection Detail **Comments** ←

Dept: 39 Agcy: 01 TKU: 054
 Name: LITTLE, LORI S SSN:

Hours Type	PP End Date	Approved By	Date Submitted	Status
ANLV	2/16/2002	ADAMSTE	01/16/02 09:53	APPR

February

03	04	05	06	07	08	09	10	11	12	13	14	15	16	Total
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	8													8.0

Hours Type	PP End Date	Approved By	Date Submitted	Status
SKLV	3/16/2002		00/00/00 00:00	

March

03	04	05	06	07	08	09	10	11	12	13	14	15	16	Total
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
										2.5				2.5

For Pay Period	Hours Type	Available Balance	Balance Last Updated
01/20/2002 - 02/02/2002	ANLV	23	01/28/200
	SKLV	23	01/28/200

← → Submit New Delete Save Close

Enter
number of
hours

Enter
Comment

Enter Start and
End time of Leave
hours

Click on Save

Click on Submit

Leave/Overtime Request

Selection Detail Comments ←

Dept: 39 Agcy: 01 TKU: 054
 Name: LITTLE, LORI S SSN:

Hours Type	Day	Date	Start Time	End Time	Comments
SKLV	Wed	Mar 13	12:00	4:30	Dr Appointment

↑ ↑

The following kinds of leave
must have comments!

- Start and End time for all leave hours
- Sick leave/FMLA - reason
- Administrative leave - reason
- Jury duty - reason
- Union business - reason

Per DIT Human Relations Management

There are ONLY 3 acceptable comments for Sick Leave usage.

1. Personal illness
2. Family illness
3. Dr. Appointment

NOTE: The acceptable comments above are for DIT staff only. All other Department/Agency staff: contact your Human Relations Management for clarification of appropriate comment entries.

Notification to Supervisor

Clicking the Submit button automatically notifies the supervisor of a leave request through the state email system.

Supervisor then must access the DCDS program to approve/reject the request



Approval/Rejection of Leave Requests

When your supervisor has approved the request, the DCDS system will AUTOMATICALLY place the leave or overtime directly on your timesheet.

DO NOT remove or add leave or overtime directly on your timesheet.

When your leave has been approved/rejected, an e-mail is automatically generated notifying you of the response.

Make sure to update your regular hours so that the total of regular and leave hours for a day equals your normal hours.

After supervisor has processed:

Selection		Detail		Comments	
Dept: 39		Agy: 01		TKU: 054	
Name: LITTLE, LORI S				SSN:	
Hours Type	PP End Date	Approved By		Date Submitted	Status
ANLV	2/2/2002	ADAMSTE		01/23/02 09:17	APPR
January					
20 Sun	21 Mon	22 Tue	23 Wed	24 Thu	25 Fri
			6		
26 Sat	27 Sun	28 Mon	29 Tue	30 Wed	31 Thu
01 Fri	02 Sat	Total		6.0	
February					
03 Sun	04 Mon	05 Tue	06 Wed	07 Thu	08 Fri
	8				
09 Sat	10 Sun	11 Mon	12 Tue	13 Wed	14 Thu
15 Fri	16 Sat	Total		8.0	

Approval or rejection will be listed on
your leave request

To remove leave requests

The screenshot shows the 'Leave/Overtime Request' form. A green arrow points to the 'Comments' tab. Two green arrows point to the 'Hours Type' and 'PP End Date' fields. Three green arrows point to the 'Total' column of the calendar grid, specifically to the values 8.0, -4.0, and -4.0. At the bottom, three green arrows point to the 'Submit', 'New', and 'Delete' buttons.

Leave/Overtime Request

Selection **Detail** **Comments**

Dept: 39 Agy: 01 TKU: 054
Name: LITTLE, LORI S SSN:

Hours Type	PP End Date	Approved By	Date Submitted	Status
ANLV	2/16/2002	ADAMSTE	01/16/02 09:53	APPR

February

03	04	05	06	07	08	09	10	11	12	13	14	15	16	Total
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	8													8.0

Hours Type: ANLV PP End Date: 2/16/2002 Approved By: ADAMSTE Date Submitted: 00/00/00 00:00 Status:

February

03	04	05	06	07	08	09	10	11	12	13	14	15	16	Total
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	-4.0													-4.0

For Pay Period: 01/20/2002 - 02/02/2002 Hours Type: Available Balance: Balance Last Updated: 01/28/2002

Submit **New** **Delete** **Save** **Close**

➤ Click New

➤ Pick Hours Type and Pay Period Ending Date

➤ Enter the amount you wish to delete as a negative

➤ Enter Comments

➤ Save

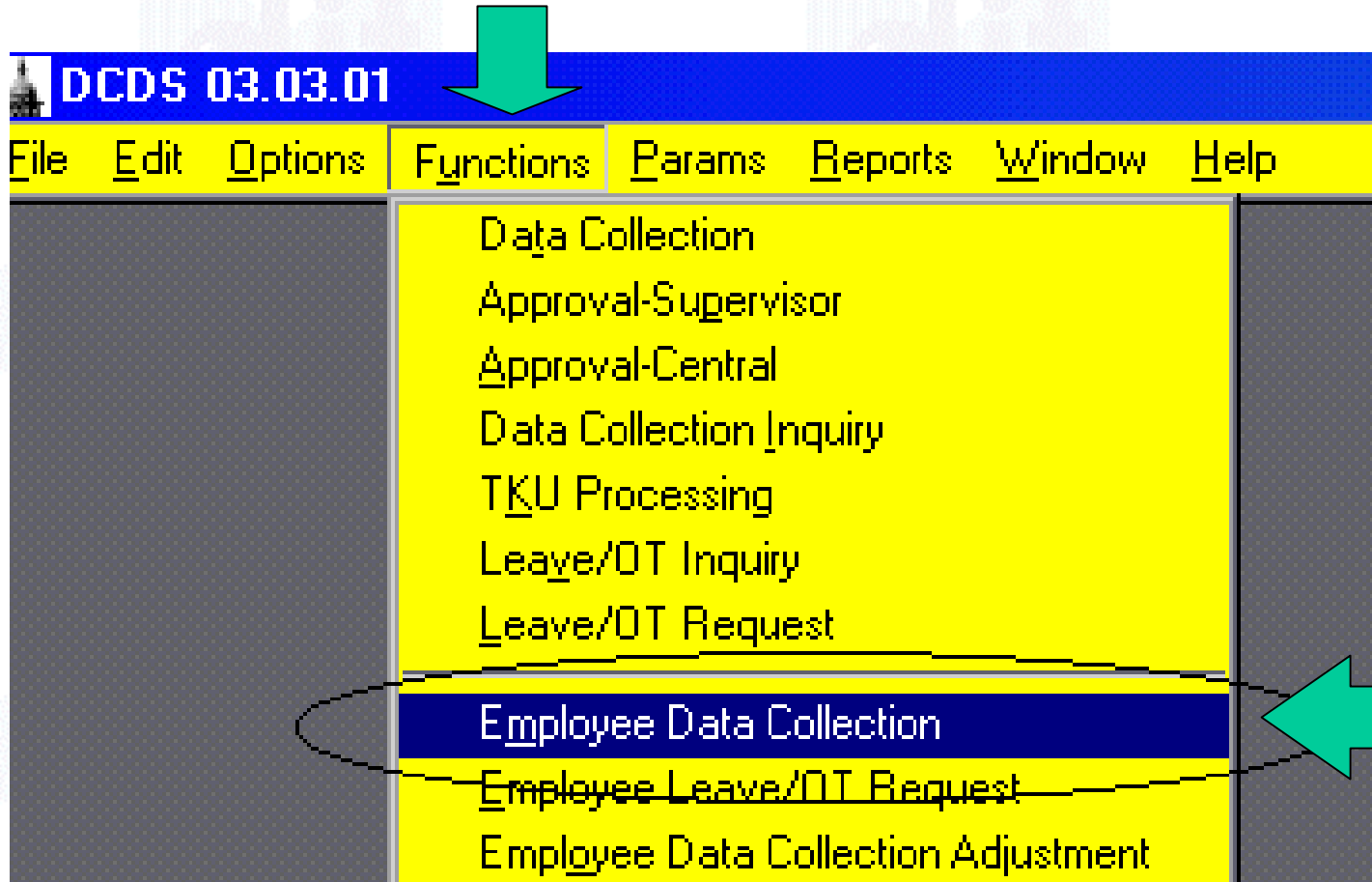
➤ Submit

The Supervisor Approval Process will then be repeated



- E-mail notification to Supervisor
- Supervisor accesses DCDS to approve
- E-mail back to employee verifying approval
- DCDS removes leave from the timesheet

Your Timesheet



1. Click on Functions
2. Select Employee Data Collection

Employee Data Collection

Selection **Time** **Activity** **Equipment** **Inventory** **Emp Info** **History**

Selection Criteria

Dept: 39 Agcy: 01 TKU: 054 PP End Date: 2/16/2002
SSN: 999-99-9999 Name:

Select

Selection List

Name	SSN	Agcy	TKU	Eff Dt	Exempt	TA	Act	Equip	Inv
LITTLE, LORI S		01	054	11/12/2000	N	Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your Department, Agency and TKU Number will Appear
Select the pay period ending date
Click Select
Your name should appear

Time – your timesheet

Emp Info – leave balances – general info

Timesheet history

The screenshot shows the 'Employee Data Collection' window. It has a blue title bar and a teal header with tabs: Selection, Time, Activity, Equipment, Inventory, Emp Info, and History. Three green arrows point to the 'Time', 'Emp Info', and 'History' tabs respectively. Below the tabs is a 'Selection Criteria' section with input fields for Dept (39), Agy (01), TKU (054), PP End Date (2/16/2002), SSN (999-99-9999), and Name. A 'Select' button is to the right. Below this is a 'Selection List' table with columns: Name, SSN, Agy, TKU, Eff Dt, Exempt, TA, Act, Equip, and Inv. The first row shows 'LITTLE, LORI S' with SSN 01, TKU 054, Eff Dt 11/12/2000, Exempt N, and TA Y. The other columns (Act, Equip, Inv) are empty checkboxes.

Selection Criteria									
Dept	Agy	TKU	PP End Date	SSN	Name				
39	01	054	2/16/2002	999-99-9999					

Selection List									
Name	SSN	Agy	TKU	Eff Dt	Exempt	TA	Act	Equip	Inv
LITTLE, LORI S	01	054	11/12/2000	N	Y				

Status of your timesheet



Y – Saved

S – Submitted

A – Approved

Example of Employee Info

Employee Data Collection

Selection Time Activity Equipment Inventory **Emp Info** History

Eff Dt: 11/12/2000 PP EndDt: 03/16/2002 Ver: 0 Adj Type:

Leave Balance

Name: _____ Dept. 39 Agency 01 TKU 054

SSN: _____

For Pay Period	Hours Type	Available Balance	Balance Last Updat
02/03/2002 - 02/16/2002	ANLV	237.7	02/08/2002
	SKLV	241.0	02/08/2002
	SCHL	8.0	02/08/2002
	CONTINUOUS	47757.5	02/08/2002
01/20/2002 - 02/02/2002	ANLV	236.6 (Amount Accrued = 7.1)	01/28/2002
	SKLV	237.0	01/28/2002

General Info **Leave Balance** Std Distribution

<= Submit Prev Used CB Copy Time Delete Close

General Info Leave Balance

Example of a Timesheet

Employee Data Collection

Selection Time Activity Equipment Inventory Emp Info History

LITTLE, LORI S Eff Dt: 11/12/2000 PP EndDt: 03/02/2002 Ver: 0 Adj Type:

Hours Entry

Month: February

Hours Type	Sum Total	17 S	18 M	19 T	20 W	21 Th	22 F	23 S	Wkly Total	24 S	25 M	26 T	27 W	28 Th	01 F	02 S	Wkly Total	PP Total
REG1			8.0	8.0	8.0	8.0			32.0		8.0	8.0	8.0	8.0	8.0		40.0	72.0
HOL1			8.0						8.0									8.0
ANLV											4.0						4.0	4.0
Totals:		8.0	8.0	8.0	8.0	8.0			40.0	12.0	8.0	8.0	8.0	8.0			44.0	84.0

Hours Entry Coding Block Comments Pers Miles Errors Display

<=> Modify Submit Prev Used CB Copy Time Delete Save Close

Holiday Hours: record holidays as 8 hours, **HOL1**, not REG1
 - use ANLV or SKLV on holiday as well, if working long days
 Review for Regular Hours Reduction
 Review for Errors

Your Timesheet

- Leave requests must be approved and recorded by the system on your timesheet before submitting the timesheet
- Review for Missing Comments
- Update Hour Types as needed (Holiday, hours worked, hours not worked)

Employee Data Collection

Selection Time Activity Equipment Inventory Emp Info History

LITTLE, LORI S Eff Dt: 11/12/2000 PP EndDt: 03/16/2002 Ver: 0 Adj Type:

Hours Entry

Month: March

Hours Type	Sum Total	03 S	04 M	05 T	06 W	07 Th	08 F	09 S	Wkly Total	10 S	11 M	12 T	13 W	14 Th	15 F	16 S	Wkly Total	PP Total
REG1			8.0	8.0	8.0	8.0	8.0		40.0		8.0	8.0	8.0	8.0	8.0		40.0	80.0

If Everything Looks OK Then...

Totals: 8.0 8.0 8.0 8.0 8.0 40.0 8.0 8.0 8.0 8.0 8.0 40.0 80.0

Hours Entry Coding Block Comments Pers Miles Errors Display

<=> Modify Submit Prev Used CB Copy Time Delete Save Close

Click Save

Click Submit

Notes to Remember

- You may **save** as many times as needed, but can only **SUBMIT once**.
- **Do not** add, change, or remove **Leave Hours** directly on your timesheet. Process through the Leave/Overtime Request. However, you will need to adjust or update your **regular time** so the combination of all time on a given day equals the number of hours normally worked on that day.
- You cannot modify a timesheet after submission; only the Timekeeper or Supervisor can.

What happens after you submit your timesheet?

- Your timesheet is automatically forwarded to your supervisor for approval.
- Once **approved**, the letter **A** will be placed on the Employee Data Collection Selection Tab.
- The timekeeper reviews for errors, completes the audit.
- Human Resources certifies and releases for payroll processing.

Payroll is Completed!



Questions? Consult your Timekeeper, or
call the MAIN Help Desk:

Toll Free: 1-800-856-6246

Local: 517-373-6222